Juvenile Diversion Case Management System

Overview

February 16, 2016
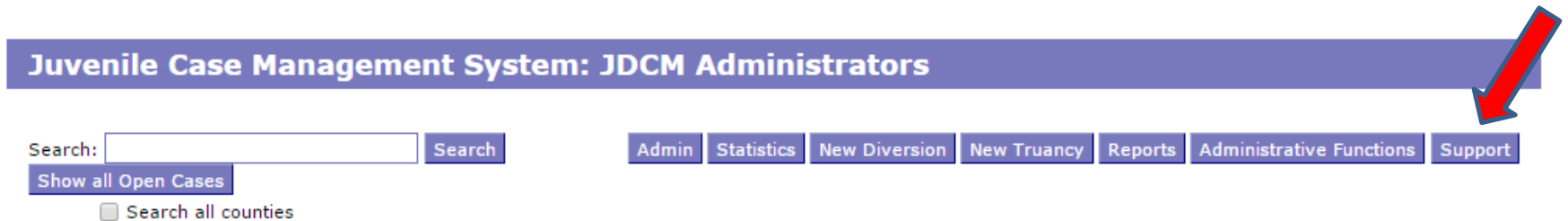
http://ncjis.nebraska.gov/

- Once you log into NCJIS with the correct certificate, click on JDCMS in the 3rd column.

Home Page

- First, visit the support tab for explanations on all of the JDCMS features.
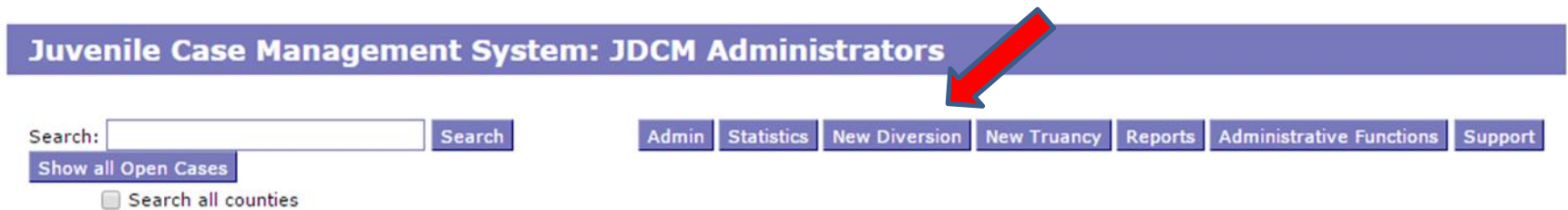
New Referral

- Search to see if juvenile has already participated in diversion in another county.
  - **very important to keep cases updated in the system in order for this searching capability to be most effective. If a juvenile completed diversion 4 months ago in a different county and we cannot see that in JDCMS, they might enroll in your program when they actually might not have been referred had the county attorney known.

  - If juvenile is doing diversion a subsequent time, add them again. Do not change the date information in current client details.
  - If a second charge gets diverted while still in diversion and the current case plan gets modified as a result, the subsequent charge can be added to the current case.

Search: test [Search] [Show all Open Cases]   [Admin] [Statistics]   [New Client] [Reports] [Administrative Functions] [Support]
Enter at least 3 characters, search on file number, name, and student ID
☑ Search all counties

Search Results   [?] [x]

File Number	First Name	Last Name	Alias	Agency	Date of Birth	Intake Date	Discharge Date	Seal
	Tester	DeleteMe		Douglas				☐
	Tester	DeleteMe		Douglas				☐
	shetest	hetest		TESTING CASE	11/01/2000			☐
1234	Test	Hobbs		Lancaster	05/19/1989	05/01/2010	03/03/2011	☐
	testy	mctester		TESTING CASE	02/05/1995			☐
	Hannah	Test		Madison	06/29/1994	09/22/2008	09/22/2008	☐

Entering a case

- When you are ready to add a client, click "New Client" button.

Entering a case: Client Details

- After entering the client demographic information, click Save.

- The "Juvenile Diversion Case Type" folder will appear with a "Diversion" tab. The remaining client information can then be entered.

Entering a case: Client Details

- Add as many client details as you have
  - The items with * are required.
  - Although enrolled date does not have an *, it is required for those that do enroll.
  - If a youth is "referred" to you for diversion and they do not participate, you would enter the referred date and the discharge date (the date they decided to not participate) and the discharge reason.
  - **To close out a case you will always need a discharge date and reason**. All kids referred to diversion, regardless if they participate or opt for court, will need to be entered.

Entering a case: Tabs

- After you have client details saved, you can continue to the tabs that the bottom of the screen.
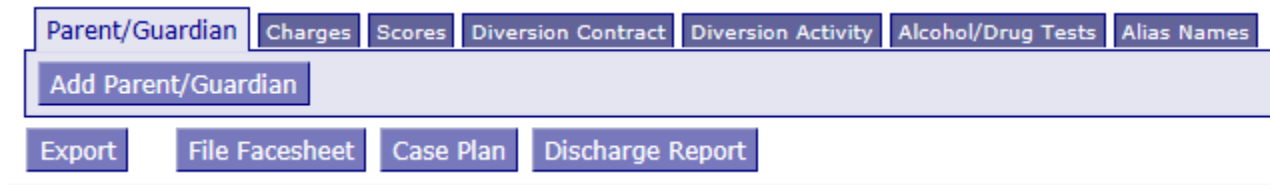
Charges Tab

- Add the charge for which the youth is being referred by clicking "add charge" button and typing the charge in the charge field.
  - Example: type "Minor" and the first ten offenses related to minor will pop up.
  - The charges in the system are NCIC codes and not Nebraska statutes, so you might not find exactly what you are looking for.
  - You might have to find something close, like "liquor" or "traffic." In the notes, write what the actual charge was and the NE statute # if you have it.
    - Careless driving not listed, but willful reckless driving is. No valid operator's license is not listed; use "traffic offenses."
  - Continue to add charges if there are multiple.

Parent/Guardian	Charges	Scores	Diversion Contract	Diversion Activity	Alcohol/Drug Tests	Alias Names

Charge *		Offense Date *	Arrest Date	Detention Date	Age at Offense	
MINOR IN POSSESSION		01/01/2016			12	Delete Charge

Notes
of tobacco

Scores Tab

- This tab is where you will record the score to the Nebraska Youth Screen, YLS, or any other screening or assessment tool given to the youth.

- If a tool you are using is not listed, please let me know and we will get it added.

Diversion Contract Tab

- Enter what the required diversion activities are by adding a set of objectives or single objectives.

  – Instead of adding individual objectives each time, you have the ability to create a "set" of objectives under the "Administrative Functions" button that you can populate and edit (add to/delete) for each case. The support tab and the Creating a Case Plan Template will give you more information on how to do this.

  – When the participant has completed a requirement, you can go back in and check the box that says completed and the date. Also, if there is a diversion fee associated with your program, you will enter that here as an objective.

Administrative
- ☐ Diversion Fee Waived
- ☐ Pay Court Fee
- ☐ Pay Diversion Fee
- ☐ Pay Reduced Diversion Fee
- ☐ Restitution Scholarship Awarded

Adult Authority/Family Relationships
- ☐ Demonstrate progress assuming responsibility (household, chores, self)
- ☐ Identify one supportive adult
- ☐ Improve communication with parent/other family members

Criminality/Delinquency
- ☐ Avoid Criminal Activity/Police Contact
- ☐ Refrain from Gang Contact

Curfew Compliance
- ☐ Reduce/Eliminate curfew violations
- ☐ Report in at designated curfew

Drug/Alcohol
- ☐ Attend Drug and Alcohol Class
- ☐ Complete Drug/Alcohol Evaluation
- ☐ Comply with evaluation recommendations
- ☐ Make Results of Drug/Alcohol Test available to Case Manager
- ☐ Provide Results of Drug/Alcohol Evaluation to Case Manager
- ☐ Submit to Drug and Alcohol Testing

Employment
- ☐ Acquire/Maintain employment
- ☐ Obtain Drivers License
- ☐ Pick up and complete a job application (keep a copy)

None
- ☐ Unassigned

Other Assignments
- ☐ Accountability Check-In
- ☐ Attend Responsible Decision Making Class
- ☐ Complete written assignment
- ☐ Education/Program/Sessions
- ☐ Find a positive extracurricular activity
- ☐ Increase/maintain positive peer relations
- ☐ Other
- ☐ Regularly attend extracurricular activity

Programming/Therapy
- ☐ Attend Counseling
- ☐ Attend Day Reporting
- ☐ Complete Evaluation
- ☐ Comply with Recommendations from Evaluation
- ☐ Provide Evaluation Results to Case Manager

Restitution/Community Service
- ☐ Participate in mediation
- ☐ Pay Restitution
- ☐ Perform Community Service
- ☐ Write an apology letter

School
- ☐ Academic improvement
- ☐ Maintain school attendance, academic, and behavioral standards
- ☐ Reduce/Eliminate tardies
- ☐ Reduce/Eliminate unexcused absences

Diversion Activity Tab

- After you have entered objectives in the diversion contract tab, you can track the activities for each objective in this tab.

- You can also choose "unassigned" and keep track of notes, phone calls, appointments, etc.

- Activity reports can be downloaded from this tab.

Alcohol/Drug Tests

- If you give youth drug/alcohol tests, you can record them here.

  - First you need to set up which type of tests you will use under the "Administrative Functions" button.

- You can run reports on the drug tests you administered on one client from the alcohol/drug tests tab on that client, or you can run a report on all tests administered under the "reports" button at the top.

Alias Names

- This is the tab where you will enter any known alias names.
  - If there is an alias name listed, it will show up in the search results with a check mark. If the alias name matches your search but not the first or last name, it was also show up in search results.

Search: test15 | Search | Show all Open Cases | Admin | Statistics | New Client | Reports | Administrative Functions | Support
Enter at least 3 characters, search on file number, name, and student ID
☐ Search all counties

Search Results   ? ✕

File Number	First Name	Last Name	Alias	Agency	Date of Birth	Intake Date	Discharge Date	Seal
	test15	test15	✓	TESTING CASE	01/01/2000			☐

Closing out a case

- **To close out a case you will always need a discharge date and reason**. All kids referred to diversion, regardless if they participate or opt for court, will need to be entered.
  - Must enter discharge date before you can access discharge reasons.
  - If you do not enter a discharge date and reason at the conclusion of the case, your data will show a lot of open cases and a low success rate.

Closing out a case

- After entering discharge date, choose discharge reason from the list below:
  - Successful completion = juvenile discharged from diversion, no further legal action
  - Unsuccessful completion = juvenile failed to comply with program conditions; OR juvenile had new law violation
  - Did not participate = youth/parent refused diversion; diversion program declined admission; withdrew youth's referral; other

Discharge Reason *

Juvenile discharged from diversion, no further legal action
Juvenile failed to comply with program conditions
Juvenile had new law violation(s)
Youth/Parent refused diversion
Diversion program declined admission
County/City Attorney or School withdrew youth's referral to diversion program
Other (moved away, death, etc)

Documents

- You can generate a file face sheet, diversion contract/ case plan, and other reports from the system.
  - Printouts specific to a case are at the bottom of the client details screens; reports specific to entire county are in the reports tab

- If you create a diversion set of objectives, you can create your entire diversion contract that will populate each time.
  - See Creating a Case Plan Template resource for step by step process on creating this.

- You can download the information into Excel for many purposes, including using for mail merge for form letters, making pivot tables, etc.

Reports

- Premade reports are available by clicking the reports button.

- Custom reports can be created by selecting 'All Cases by Date' and copying the records into Excel or other report generating software.

  - All cases by Date report are by referral date

- An Excel Add-on is available to assist with data downloading and pivot table creation.

- ***Verify data for accuracy and data quality by thoroughly reviewing the NCC Report

Please select the report you want to download:

Currently Open Cases
Find Duplicate Intakes
Names and Dates for All Cases by Date
All Cases by Date
Demographic Details by Date
Drug/Alcohol Tests by Test Date
Diversion Activity Report by Date
Demographic Report by Date
NCC Report

Download Report Builder Excel Addon
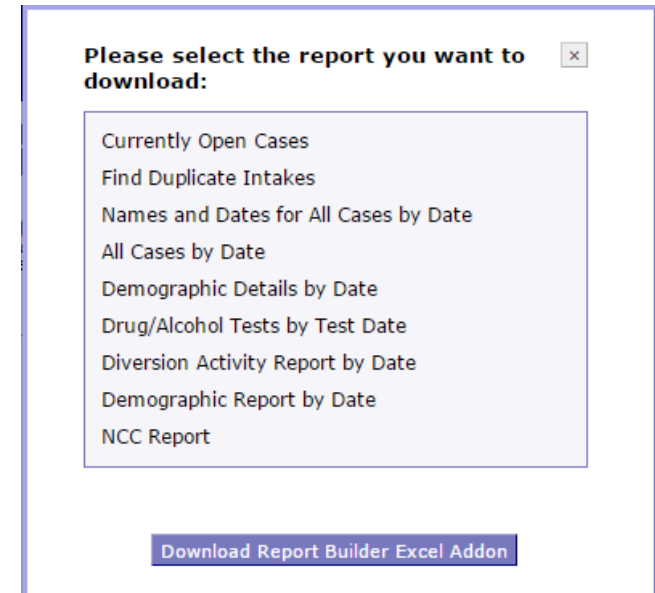
Annual Data Reporting

- All juvenile data is statutorily required to be reported to the Crime Commission by January 30th of each year.
  - Neb. Rev. Stat. §43-260.07.
- To do that, you enter all of your cases into JDCMS and then run the NCC Activity Report in the "Reports" button. This will allow you to download the report and double check your entries for accuracy. Once you have reviewed your data for accuracy, click the "Submit Report" button under NCC Report.

- A pop-up window will appear where you will certify data or indicate no diversion referrals during reporting year.

Please select the report you want to download:

- Currently Open Cases
- Find Duplicate Intakes
- Names and Dates for All Cases by Date
- All Cases by Date
- Demographic Details by Date
- Drug/Alcohol Tests by Test Date
- Diversion Activity Report by Date
- Demographic Report by Date
- **NCC Report**

Referral Begin Date: _____
Referral End Date: _____

Download Report   Submit Report   Preview Report

Download Report Builder Excel Addon

This juvenile diversion data is being submitted on behalf of the county attorney or city attorney to the Director of Juvenile Diversion Programs pursuant to Nebraska Revised Statute §43-260.07. This submittal does NOT satisfy quarterly reporting requirements for Community-based Aid subgrantees.

○ By submitting this data, I certify that I have reviewed the NCC Report and have verified the accuracy of the data, including dates of birth, enrollment dates, discharge dates, discharge reasons, and charges.
○ I certify that my county does have a juvenile diversion program, but there were no referrals during the reporting calendar year.

Submit Report   Cancel

**** This is a different reporting requirement than the quarterly reporting procedure for Community-Based Aid****

Technical Issues??

- System updates happen on Thursday nights. If system is not working properly, delete browsing history on Friday or Monday.
- Internet options→ browsing history→ delete… → uncheck first box (preserve favorites website data), check next two boxes (temporary internet files and website files; cookies and website data)→ Delete
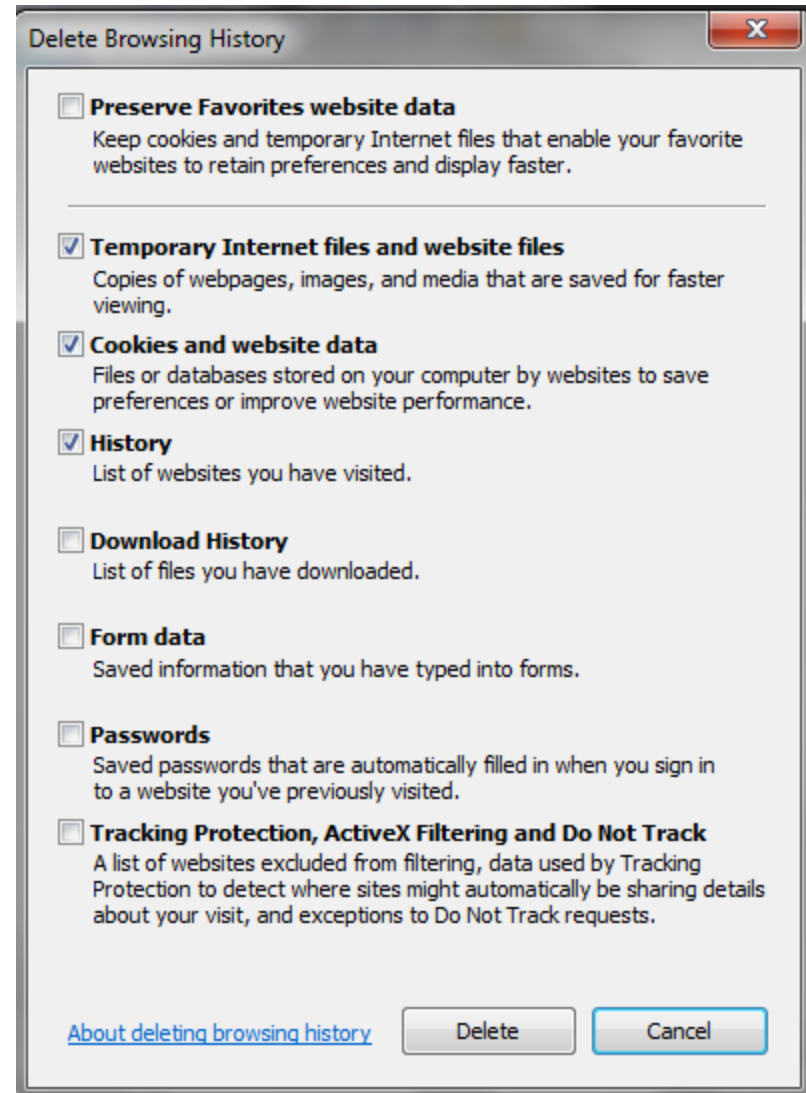
Most important take away:
Don't Forget to include…

- Demographic information on client details page
  - Referral date
  - Enrolled date (if enrolling)
  - Discharge date for those that have completed AND those that did not enroll.
- Discharge reason once there is a discharge date:
  - Successful = completed, no further legal action
  - Unsuccessful = failed to comply; new law violation
  - Did not participate = diversion program declined admission; youth/parent refused; referring attorney withdrew referral; moved, deceased, etc.
- Charges
- Diversion requirements (objectives in the diversion contract tab)
- Screening and assessment scores
- VERIFY THE ACCURACY OF YOUR OWN DATA!!

For policy issues, certificate, or log-in questions, contact Amy Hoffman, Director of Juvenile Diversion Programs

Amy.hoffman@nebraska.gov; (402) 471-3846

For technology problems,

contact UNO JDCMS helpdesk

(402) 554-6042

UNIVERSITY OF
Nebraska
Omaha